Name and surname: OIB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study/Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FOR RECOGNITION OF INDUSTRIALS CERTIFICATES AND EXAMS FROM OTHER STUDIES**

To whom it may concern,

I hereby ask the Vice-Dean for Students of the Algebra University College to grant the recognition of passed exams and valid industrial certificates attached in Annex A and Annex B of this application, pursuant to Article 13 of the Book of regulations on study programs and studying.

I submit the required documents for the recognition process, which certify passed exams at another higher education institution and / or obtained industrial certificate.

By signing this document I confirm the acceptance of all provisions of the Book of regulations on study programs and studying related to the recognition of exams passed at another higher education institution and/or the recognition of industrial certificates.

Kind regards,

Zagreb, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments:

- Annex A

- Original transcript of grades obtained in another higher education institution

- Curriculum for the courses for which the recognition process is initiated (print)

- Annex B

- Industrial Certificates for which the recognition process is initiated (valid in original)

**APPROVAL OF VICE- DEAN OF STUDENT AFFAIRS**

Recognition of passed exams at a different higher education institution and valid industrial certificates attached in Annex A and Annex B of this Request shall be approved by the Vice-Dean for Students. In the case of partial recognition of the courses passed at another institution, the student is not excused from attendance or grading process, but is only eligible for financial discount. Such student has equal obligations regarding class attendance and taking exams as well as students who have not been granted partial recognition. When it comes to the recognition of industrial certifications, the student is not obliged to attend classes or take exams for recognized outcomes. However, for every other outcome the student has equal responsibilities as other students who have not obtained partial recognition of any course or industrial certificate.

Zagreb, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice-Dean for Student Affairs

**ANNEX A – Exams passed at another higher education institution**

Title of the higher education institution (from which the student comes from): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Title of the passed course at the above stated higher education institution** | **Grade** | **Acquired**  **ECTS**  **points** | **Title of the related course at the Algebra University College** | **RECOGNITION** | | | | |
| **Full/ Partial/ No** | **ECTS**  **points** | **Grade** | **Discount (%)** | **Date and signature**  (KC/Professor/  V) |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |  |  |  |

**ANNEX B – Valid industrial certificates**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Title of certificate** | **Date of issuing** | **Date of expiry** | **Title of the related course at the Algebra University College** | **RECOGNITION** | | | |
| **Full/Partial/No** | **ECTS**  **points** | **Discount (%)** | **Date and signature**  (KC/Professor/  Head of dept.) |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |  |  |